

Project Name:		Date :
Project Number:	Version:	
Organization:	Process Owner:	
Project sponsor:	Green Belt(s):	

Business Impact

Q1: Why should we do this?
 Q2: What are the benefits?
 Q3: What is the quantified value of the project?
 Q4: Which key corporate strategies would this project support?

<input type="checkbox"/> Growth of EBITDA	<input type="checkbox"/> Create new customer	<input type="checkbox"/> Retain good partners
<input type="checkbox"/> Return on investment	<input type="checkbox"/> Customer retention	<input type="checkbox"/> Employee engagement index
<input type="checkbox"/> Free cash flow	<input type="checkbox"/> COPQ	

assumptions

Business impact

Opportunity or Problem Statement

Q1: What "pain" are we or our customers experiencing? Q2: What is wrong or not working?
 Q3: Why do we think we can generate the value proposition described in the Business Impact?

Goal Statement & Key metrics

Q1: What specific parameters will be measured? Define $Y = f(x)$
 Q2: What are our improvement objectives and targets?
 Q3: Specifically, what are we going to do and deliver?
 Q3: How will success be measured?

Q1/Q2:
 Potential Y =

 Potential X =

 Q3:
 Q4:

Project Scope

Q1: What are the initiative boundaries (start and end of the process or parts of a system)?
 Q2: What authority do we have?
 Q3: What is not within scope?

Q1:
 Q2:
 Q3:

Project Plan

Q1: How are we going to get this done?
 Q2: When are we going to complete the work?
 Q3: What are the major milestones (tollgates)?

Q1:
 Q2:
 Q3:
 Tollgate: Date
 Define:
 Measure:
 Analyse:
 Improve:
 Control:

Team Selection